Modify User Status

To modify a user's status, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.
2. From the **Select** drop-down menu, select **External**.

> **Application Tip**
>
> By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.

> **Application Tip**
>
> By default, the **Where** drop-down menu is set to **Full Name**. You can choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears with the results of your search criteria.

> **Application Tip**
>
> By default, the drop-down menu after Where is to **Contains**. You can choose any option as needed.

5. Click the **Select** hyperlink of the name of the user for which whom would like to modify the status. The *Manage User* page appears.

6. Click **Manage Accounts.** The *Manage Accounts* page appears.

   Click **Suspend**. The *Manage Accounts* page appears.

   Or

   Click **Restore**. The *Manage Accounts* page appears.

   Or

   Click **De-Provision**. The *Manage Accounts* page appears.

7. Click the **Schedule for Now** or **Schedule for Later** radio button.

> **Application Tip**
>
> If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** when the identity should be created.

8. Click **Submit**. The *Request Management – Your Pending Requests page* appears.

> **Application Tip**
>
> To verify account was successfully modified, select **Request Management** and click The **View Pending Requests** or **View Completed Requests**.

> **Application Tip**
>
> To finalize the modification of a user's OTCnet account, an approver (PLSA or LSA) within the same OTC Endpoint or hierarchy must approve the request.